

Adopted: September 2001, Revised: _____**Class Title: Director of Human Services****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides leadership and administrative management skills to the planning, oversight, direction, and implementation of diverse financial and social services. Involves planning, developing and managing policies, supervision, personnel issues, strategic development, legislative issues, and community consensus.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Develops policy and strategic planning by providing procedural applications and developing and initiating strategic planning within the designs of the department.
2	S	Performs administrative operations by planning, supervising, developing and executing functions related to personnel, budget, mixed funding streams, operational issues, and federal, state and local programs services.
3	S	Promotes community, regional, and council consensus building by providing positive influences in community and Council consensus building relating to issues and programs.

Adopted: September 2001, Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Over five years experience in Management.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical journals, reports, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write reports, technical material, presentations, and correspondence.
Managerial	Managerial responsibilities include directing staff, developing strategic plans and legislative measures, and evaluating programs.
Budget Responsibility	Responsible for final approval of budgetary recommendations to the City Manager and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: **September 2001**, Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Presentations, office equipment, supervision of staff
Sitting	C	Computer, desk work, meetings, driving
Walking	O	Inter-office, to/from office equipment, to/from meetings
Lifting	O	Paperwork, camera, laptop, presentation materials
Carrying	O	Paperwork, camera, laptop, presentation materials
Pushing/Pulling	O	Chair, desk drawers, audio/visual equipment
Reaching	O	Across desk
Handling	O	Paperwork, camera, laptop, presentation materials
Fine Dexterity	C	Computer keyboard, telephone keypad, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	R	Use of office equipment, lifting presentation materials
Twisting	R	From computer to telephone
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, driving
Hearing	C	Staff, supervisor, telephone, meetings
Talking	F	Staff, supervisor, telephone, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001, Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Fax machine, copy machine, adding machine, telephone, cellular phone, camera, overhead projector, VCR, flipcharts, electronic whiteboards, vehicle, computer, Standard Microsoft Windows and Office software, AFIN, PeopleSoft

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)